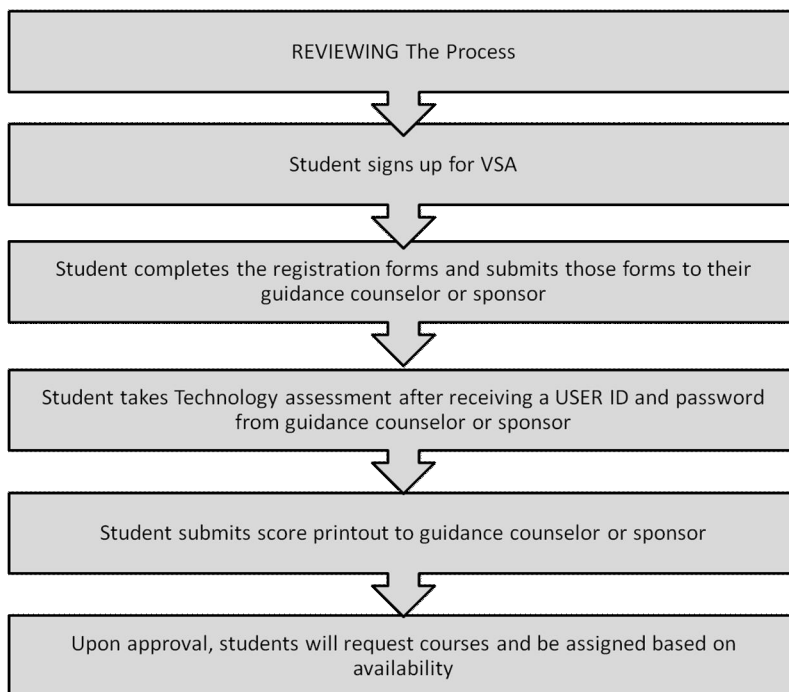


## SCVSP Guidance Counselor Overview

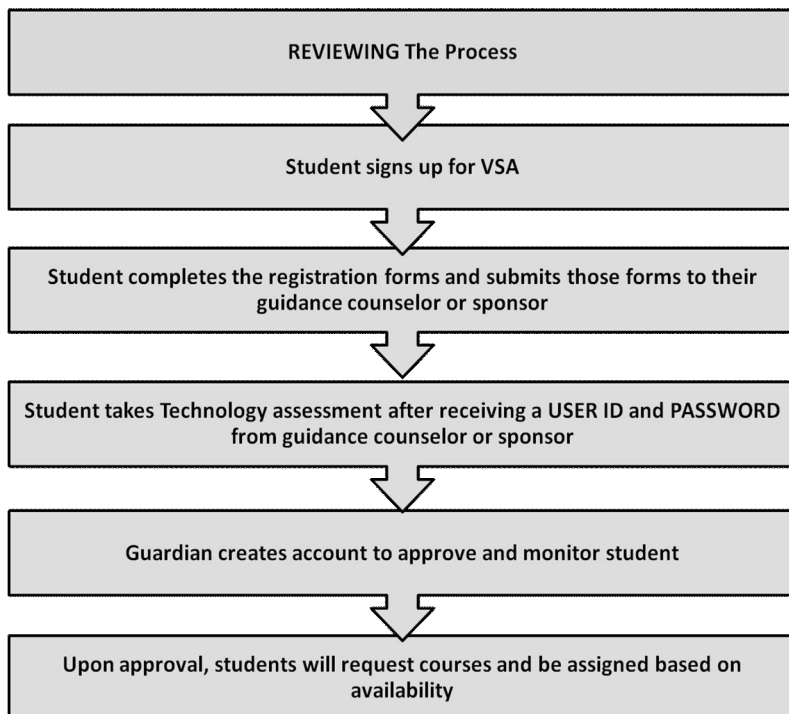
1. Administrator or counselor may complete first step. This is a one time fax for each school.
  - a. Go to <http://www.ed.sc.gov/>
  - b. Choose Virtual School, South Carolina Virtual School.
  - c. Complete a Sponsor Form to register your school for students to take an online course.
  - d. The sponsor is a person designated by the principal as the school admin over the VSA login.
  - e. This will be completed one time only to register the school as a sponsor.
2. The SCVSP will send out an e-mail to the principal designated sponsor with a school username and password.
  - a. The Sponsor will assign a login for an Administrator, a Guidance Counselor, and a Registrar for their school.
  - b. It is recommended that the principal or sponsor will assume the responsibilities to assign the appropriate login for each additional staff member
  - c. The Sponsor Administrator will login to VSA (Virtual School Administrator) and create Guidance Counselor and Registrar accounts and assign those duties at the school level.
3. Sponsor Administrator will provide login information for the VSA to each Guidance Counselor and Sponsor specified by the physical school.
  - a. Counselor or Sponsor will login to VSA to check on their students' status
  - b. The students will be asked to complete an online Technology Assessment test and will print their score and bring the report to their Counselor or Sponsor.
  - c. Students will also need to bring in the SCVS Application Approval Process signed by the student and guardian/parent. This can give the school the authorization to approve the course for the guardian/parent if needed.
  - d. The Counselor or Sponsor can login to VSA to verify scores, obtain reports and official transcripts.
4. Approval
  - a. The Counselor or Sponsor for public, private, and charter schools will approve students to take an online course from VSA.
  - b. Parent/Guardian approval is also needed. This can be done by submitting the SCVSP Application Approval Process form to the guidance counselor or sponsor. The SCVSP encourages parent/guardian to create his/her own login. The parent/guardian VSA information can be found on the web site.
  - c. The SCVSP will approve SCDE participating home school association students to take an online course once technology assessments have been completed. Home school association documentation must be faxed to SCVSP. Parent/guardian approval must be provided online.

## South Carolina Virtual School Program Overview

### SCVSP Student Overview



### SCVSP Parent/Guardian Overview



We have included detailed information specific to guidance counselors on the reverse side to assist with the South Carolina Virtual School Program.

For assistance, please contact –  
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